

**Connect.
Inspire.
Empower.**

Resume Writing

What is a resume?



Formatting

- Easy to read
- Presented recent to oldest (reverse chronological order)
- Dates right aligned
- Consistent formatting
- No large blank spaces

Divya Careers

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · linkedin.com/in/yourname

OBJECTIVE

Obtaining Summer Marketing Internship position at Deckers Outdoor Corporation.

EDUCATION

University of California, Riverside

June 2021

Bachelor of Science, Business Administration, Marketing Emphasis

RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

MARKETING EXPERIENCE

The Highlander Newspaper, UC Riverside

Advertising Account Executive

June 2019 – Present

- Manage more than 100 clients and their advertising needs.
- Design advertising campaigns and marketing related plans utilizing AdPro software.
- Create and work with designers using Adobe software to develop effective advertisements.
- Raise approximately \$3,000 in advertising revenue each month.

Young & Rubicam, Irvine, CA

Advertising Intern

July 2019 – September 2018

- Provided customer support for accounts including Hilton, Jenny Craig and Southern California Edison.
- Collaborated with a variety of departments including Account Management, Public Relations and Finance.
- Prepared briefs, PowerPoint presentations, competitive reports and presentation boards.
- Delivered critical support during production of Jenny Craig commercials and Toshiba online media videos.

Strategic Analysis course, UC Riverside

Global Challenge Business Simulation Project

March 2019 – June 2018

- Forecasted markets, implemented new technology initiatives, maintained budget and managed production.
- Achieved the Warren Buffet Award denoting the highest cumulative shareholder return and stock price.

LEADERSHIP EXPERIENCE

Delta Sigma Pi, UC Riverside

Vice President

September 2018– June 2019

- Established a mentor program in which members' partner to provide tutoring and offer personal support.
- Developed online server to upload and share notes and readings from all classes taken by members.

TOMS Club, UC Riverside

Member

September 2016 – June 2017

- Fundraised and created awareness to support projects and companies that help those less fortunate.
- Assisted in managing events and programs for the club.

WORK EXPERIENCE

Bob's Big Boy, Riverside, CA

Server

January 2016 – August 2016

- Provided excellent customer service in a fast paced environment.
- Maintained cashier drawer and ensured accurate daily cash records.

SKILLS

Computer: Minitab, Adobe CS, MATLAB, Microsoft Office Suite, Project, Visio

Social Media: Instagram, Facebook, Twitter, Snapchat

Language: Trilingual in English, Hindi, and Bengali

Header

Divya Careers

Contact Info, less white space

first.lastname@ucr.edu · 555.555.5555 · 123 Street Name, Riverside, CA 92521 · [linkedin.com/in/yourname](#)

SCOTTIE HIGHLANDER

Contact Info, more white space

900 University Avenue ▪ Riverside, CA 92521

shighland001@ucr.edu ▪ 951-827-3631

Objective

****OPTIONAL****

To obtain the [position] at [specific company].

To obtain a summer marketing internship position at Decker's Outdoor Corporation.

Or...

Recent history graduate with experience in administrative operations, seeking position with ABC Widgets as a Manager Trainee.

Education

EDUCATION

B.A., Business Administration, Marketing, University of California, Riverside

June 2021

A.A. University Studies, Chaffey College, Rancho Cucamonga, CA

June 2019

Relevant Coursework

- Financial Evaluation
- Marketing Management
- Strategic Analysis

Tips:

- Current information
- Dates on the right hand side to avoid “white” space
- Include minors if relevant
- Only list schools from which you receive a degree
- **Relevant** courses or study abroad

Experience – What is it?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments

Experience – What to Highlight

- **Not job title, but tasks**

Cashier...Try this:

- ***Operated cash register and balanced \$1500 in receipts***

- **Accomplishments, not duties**

Responsible for sales...Try this:

- ***Awarded associate of the month for record-setting sales***

- **Use “action” words**

Responsible for tutoring students... try this:

- ***Established positive rapport with 15, 6th graders, assisting them in Language Arts***

Experience – How to share it

WORK EXPERIENCE

Lifeguard

Sand Point Country Club, Temecula, CA

June 2015 – September 2016

- Monitored swimming areas for rule violations and drowning victims by staying alert and attentive to ensure member safety

- Assisted in maintaining pool facilities and recreation areas surrounding pool by clearing the area of unused items every 15 minutes

during shifts

- Planned weekly entertainment activities sponsored by country club

- Supervised 2 coworkers during assigned shifts at check-in and concession stand

- Attended training courses and maintained CPR certification

- Taught summer swimming classes 10 hours a week to children ages five to ten



Experience – Put it to Practice

What type of experiences do you have?

- Make a list of all of the different types of experiences that you have had
 - *Don't worry if it "doesn't relate" to your future career – remember we're looking for transferable skills!*

What did you do?

- List any and all tasks and/or accomplishments you did or have had in that role

Ask yourself questions:

- For each of the tasks ask yourself questions like:
 - How did I do this?
 - Why did I do this?
 - How much or how often was this done?
 - What was the result?

Put it all together to create your experience section!

Take 5 minutes to work on one experience you have!

Make sure to at least have one completed bullet point!

Skills

Computer Skills / Technical Skills

- **Software/Hardware:** Minitab, Adobe CS, MATLAB, Microsoft Office (Word, Excel, PowerPoint, Access), Visio, etc
- **Programming:** C/C++, html, Windows, UNIX, etc
- **Social Media:** Instagram, Snapchat, Facebook, Twitter (***only if you have used this in a professional capacity**)

Language Skills

- **Language:** Bilingual in [language 1] and [language 2], Conversational, etc

Laboratory Skills

- **Lab Skills:** SDS-PAGE, PCR/Cloning, ELISA, Electrophoresis, Spectrophotometry, Computer Data Analysis, Amino acid analysis, Microscopy, DNA/Extraction/Quantification, etc

Other Resume Sections

Activities, Campus Involvement, Professional Affiliations, etc

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside

American Society of Mechanical Engineers (ASME)	September 2018-Present
Tau Beta Pi, National Engineering Honor Society	September 2018-Present
Pi Tau Sigma, Mechanical Engineering Honor Society	2018, 2019
National Society of Collegiate Scholars (NSCS)	2018, 2019

Relevant Coursework

RELEVANT COURSEWORK

- Financial Evaluation, Marketing Management, Strategic Analysis

Laboratory Skills (*if you are applying to a lab position)

LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

BONUS: Tailor your experience sections

- Volunteer Experience
- Work Experience
- Leadership Experience
- Research Experience
- Industry specific: non-profit, marketing, retail, engineering, etc

Dos and Don'ts

- **One page maximum**
- **10-second glance: most relevant first**
- **Tailor your resume to the position**
- **Use industry language to describe experience**
- **All relevant experience, paid or unpaid**
- **High school experience (Juniors + remove this)**
- **Avoid personal pronouns (I, me, my)**
- **Use appropriate verb tenses**
- **Error free (both spelling and grammar)**

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Summer Job Search Strategies

Summer Job Search Strategies

Things we will discuss today:

- Types of Summer Opportunities
- Job Search Resources
 - Career Center
 - Online
 - In-person
 - Other ideas
- Prep before you apply!
 - What should you have ready?



Types of Summer Opportunities

- Internships (paid or un-paid)
- Part-Time & Full-Time Jobs Off-Campus
- Student On-Campus Employment
- Research Opportunities



Job Search Resources

- **Career Center**
- **Digital**
 - Handshake
 - Career Shift
 - Job Boards
 - Social Media
- **In-Person**
 - Consider Location
- **Other Ideas?**
 - Seasonal Jobs



Career Center: Handshake

handshake Search jobs, employers, events Jobs Events Q&A Students Messages Career Center Natasha

Job Search Job Search Applications Employers On-Campus Interviews

summer California, United States of America

Full-Time Job Part-Time Internship On-Campus Filters Clear All

1-25 of 72 items Relevance

Lifeguard (Summer)
City of Carlsbad
Part-Time Job
Carlsbad, CA
Apply before Wednesday, 7/31
All Employer Preferences Match

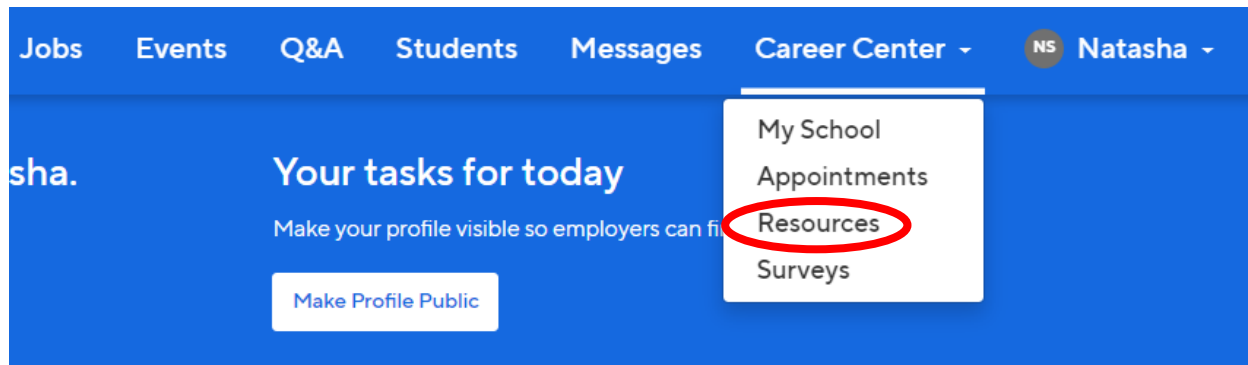
Summer Intern
CTBC Bank Corp USA
Part-Time Internship
Los Angeles, CA
Apply before Thursday, 5/23

Summer Intern
Ankit Consulting Services, Inc.
Part-Time Internship
Apply before Sunday, 6/30

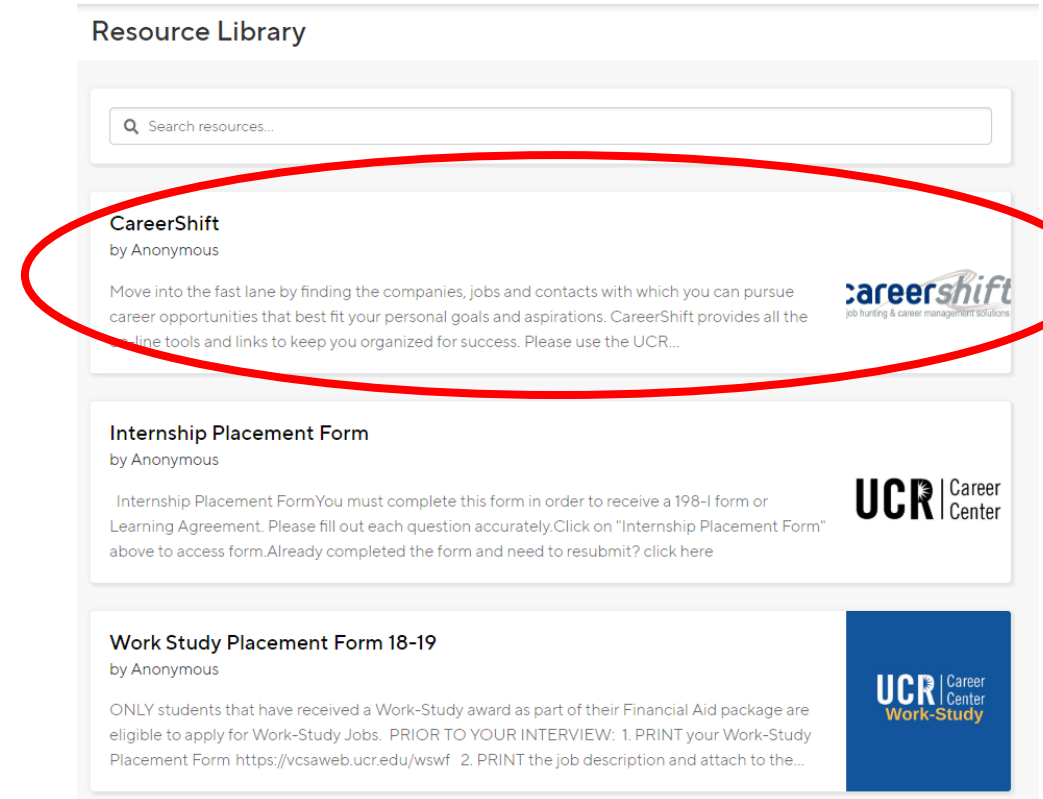
- Filters: “paid” and “part-time”
- Searched locally within California

PRO TIP: Keep your search from being too specific to get more results

Career Center: Career Shift



The screenshot shows a blue navigation bar with the following items: Jobs, Events, Q&A, Students, Messages, Career Center (with a dropdown arrow), and a user profile for 'Natasha' (with initials 'NS' and a dropdown arrow). Below the navigation bar, a dropdown menu is open, listing 'My School', 'Appointments', 'Resources' (circled in red), and 'Surveys'. To the left of the dropdown, the text 'sha.' is visible. Below the navigation bar, there is a section titled 'Your tasks for today' with the subtext 'Make your profile visible so employers can find you' and a 'Make Profile Public' button.



The screenshot shows a 'Resource Library' page with a search bar at the top. Below the search bar, there are three resource cards. The first card, titled 'CareerShift' by Anonymous, is circled in red. It features the CareerShift logo and text: 'Move into the fast lane by finding the companies, jobs and contacts with which you can pursue career opportunities that best fit your personal goals and aspirations. CareerShift provides all the online tools and links to keep you organized for success. Please use the UCR...'. The second card is titled 'Internship Placement Form' by Anonymous, featuring the UCR Career Center logo and text: 'Internship Placement Form You must complete this form in order to receive a 198-I form or Learning Agreement. Please fill out each question accurately. Click on "Internship Placement Form" above to access form. Already completed the form and need to resubmit? click here'. The third card is titled 'Work Study Placement Form 18-19' by Anonymous, featuring the UCR Career Center Work-Study logo and text: 'ONLY students that have received a Work-Study award as part of their Financial Aid package are eligible to apply for Work-Study Jobs. PRIOR TO YOUR INTERVIEW: 1. PRINT your Work-Study Placement Form https://vcsaweb.ucr.edu/wswf 2. PRINT the job description and attach to the...'. A large yellow arrow points from the top right towards the CareerShift resource card.

Career Center: Career Shift

Search Job Listings

Keywords: Company Name:

ALL KEYWORDS ANY KEYWORDS HIGHLIGHT SEARCH RESULTS

SEARCH BY AREA ADVANCED SEARCH

Area Criteria

Country	United States	
Location (city, state, province, area, region, etc.)	Location (city, state, province, area, metro region, etc.)	
State/Province	California	City/Metro Region
	x	Los Angeles
Postal/Zip Code		Zip Radius
Postal/Zip Code		Zip Radius

Advanced Criteria

Job Type	Part-Time	Salary Estimate	Salary Estimate
Job Source	All Websites	Experience Level	Experience Level
Sort By	Sort By	Published Within	7 days


Search & Filters:


- **Keywords:** Job, Internship, something more specific?
- **State:** California
- **City/Metro Region:** LA
- **Job Type:** Part-Time
- **Published Within:** 7 days


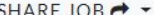



Pro Tip: Search often & Filter for Recent Postings


Career Center: Career Shift






Search Results
Page 1 of 8 | 159 Found Jobs


 Save Search






 **Summer Intern** ¹²
Agency Arts | Glendale, CA
Source: Indeed, Posted: 05/16/2019 09:30:06 PM
Looking for a summer intern for an artist agency. Representing Artists, Directors, Photographers and Animators....


 FIND CONTACTS  SHARE JOB   LOCATE THIS JOB ¹²  SAVE FOR LATER






 **Summer Marketing Intern** ¹²
Helpr | Santa Monica, CA
Source: Helpr, Posted: 05/15/2019 03:26:20 AM
Helpr offers subsidized backup childcare to working parents at leading companies like Snap and Bird. When an employer partners with Helpr to pick up the cost...


 FIND CONTACTS  SHARE JOB   LOCATE THIS JOB ¹²  SAVE FOR LATER

 **Summer School Teacher** ¹²
Brain Gym Education | Los Angeles, CA
Source: Indeed, Posted: 05/14/2019 07:30:18 PM
We are currently looking for a teacher for our summer school program. We are an afterschool program located in Koreatown, Los Angeles, California....

 FIND CONTACTS  SHARE JOB   LOCATE THIS JOB ¹²  SAVE FOR LATER

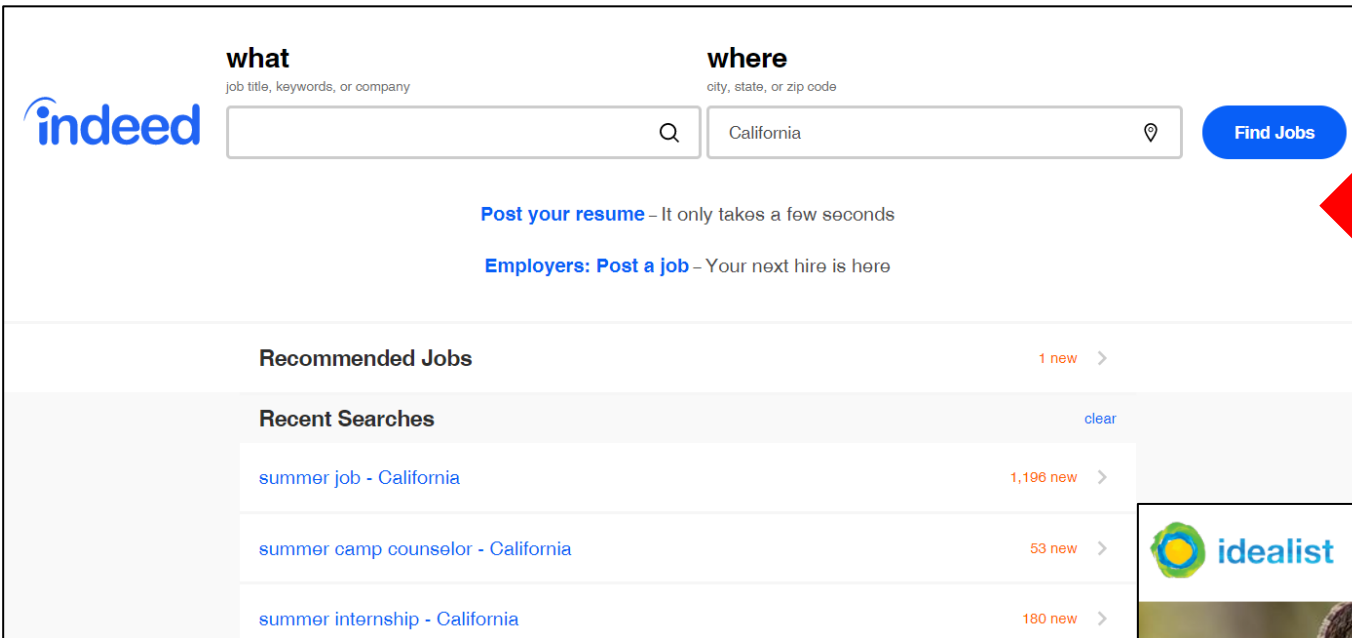
 **Assistant Instructor** ¹²
Engineering for Kids Los Angeles | Los Angeles, CA
Source: Indeed, Posted: 05/15/2019 02:45:27 AM
NOW HIRING ASSISTANT INSTRUCTORS FOR SUMMER. We are currently hiring assistant instructors for summer programs throughout Los Angeles to help lead instructors...

 FIND CONTACTS  SHARE JOB   LOCATE THIS JOB ¹²  SAVE FOR LATER

 **Summer Site Lead (Instructional Coach)** ¹²
Girls Who Code | Los Angeles, CA
Source: Indeed, Posted: 05/13/2019 05:42:20 PM
Submit performance feedback for assigned teachers and TAs once summer program concludes. Clarify and remind teaching staff of details of engagement...



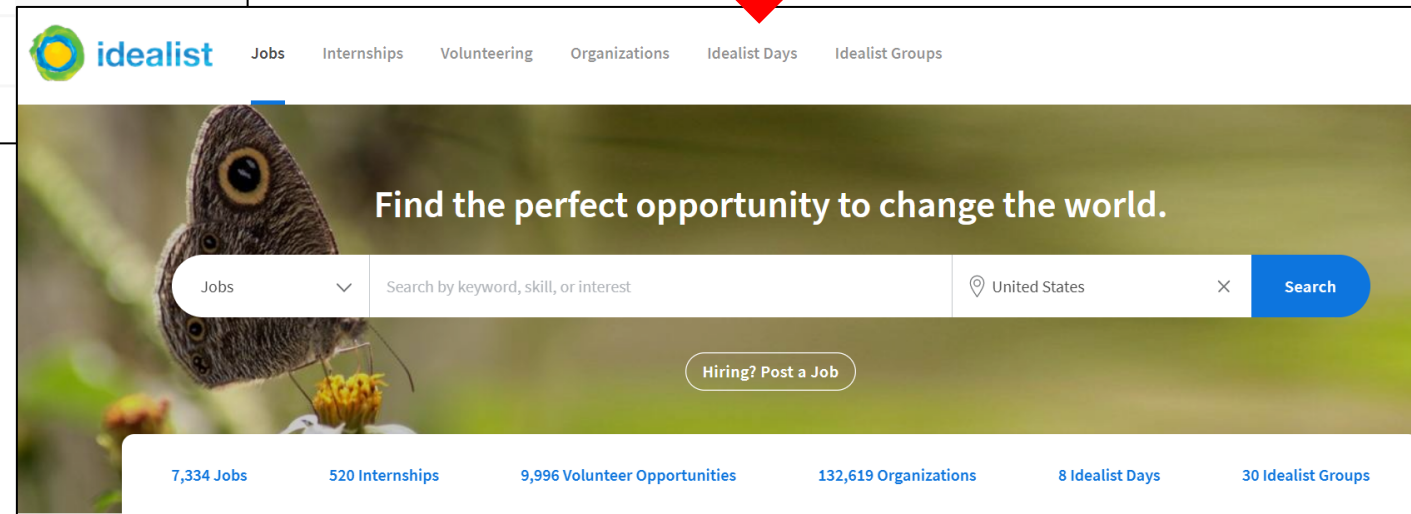
Digital: Job Boards



The screenshot shows the Indeed website's search interface. At the top left is the Indeed logo. Below it are two search input fields: 'what' (job title, keywords, or company) and 'where' (city, state, or zip code). The 'where' field contains 'California'. To the right of these fields is a blue 'Find Jobs' button. Below the search fields are two links: 'Post your resume - It only takes a few seconds' and 'Employers: Post a job - Your next hire is here'. Below these links are two sections: 'Recommended Jobs' with '1 new' jobs and 'Recent Searches' with a 'clear' link. The 'Recent Searches' section lists three items: 'summer job - California' (1,196 new), 'summer camp counselor - California' (53 new), and 'summer internship - California' (180 new).

Indeed: Great for General Searches

Idealist: Great for Non-Profit Specific



The screenshot shows the Idealist website's search interface. At the top left is the Idealist logo. To its right are navigation links: 'Jobs', 'Internships', 'Volunteering', 'Organizations', 'Idealist Days', and 'Idealist Groups'. Below these links is a large banner with a butterfly and the text 'Find the perfect opportunity to change the world.'. Below the banner is a search bar with a dropdown menu set to 'Jobs', a search input field with the placeholder 'Search by keyword, skill, or interest', a location dropdown set to 'United States', and a blue 'Search' button. Below the search bar is a 'Hiring? Post a Job' button. At the bottom of the page are six statistics: '7,334 Jobs', '520 Internships', '9,996 Volunteer Opportunities', '132,619 Organizations', '8 Idealist Days', and '30 Idealist Groups'.

Others to check-out:

- SimplyHired.com
- Americorps.gov
- Careerbuilder.com

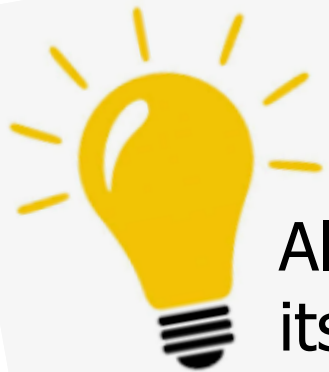
And many more can be found on our website:

<https://careers.ucr.edu/students/student-jobs/suggested-websites>

Digital: Social Media



Which platforms should you use for your Job Search?



All of them are acceptable....
its about HOW you use them

Digital: Social Media

General Tips – Good for All Social Media Channels

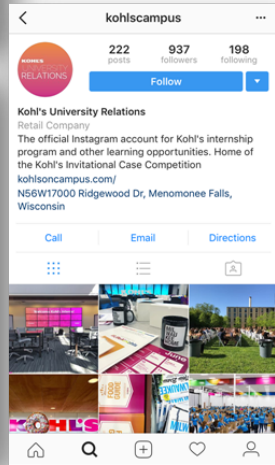
1

Follow Internship Pages

Use social media to follow company internship pages for up-to-date and D.I.T.L. information



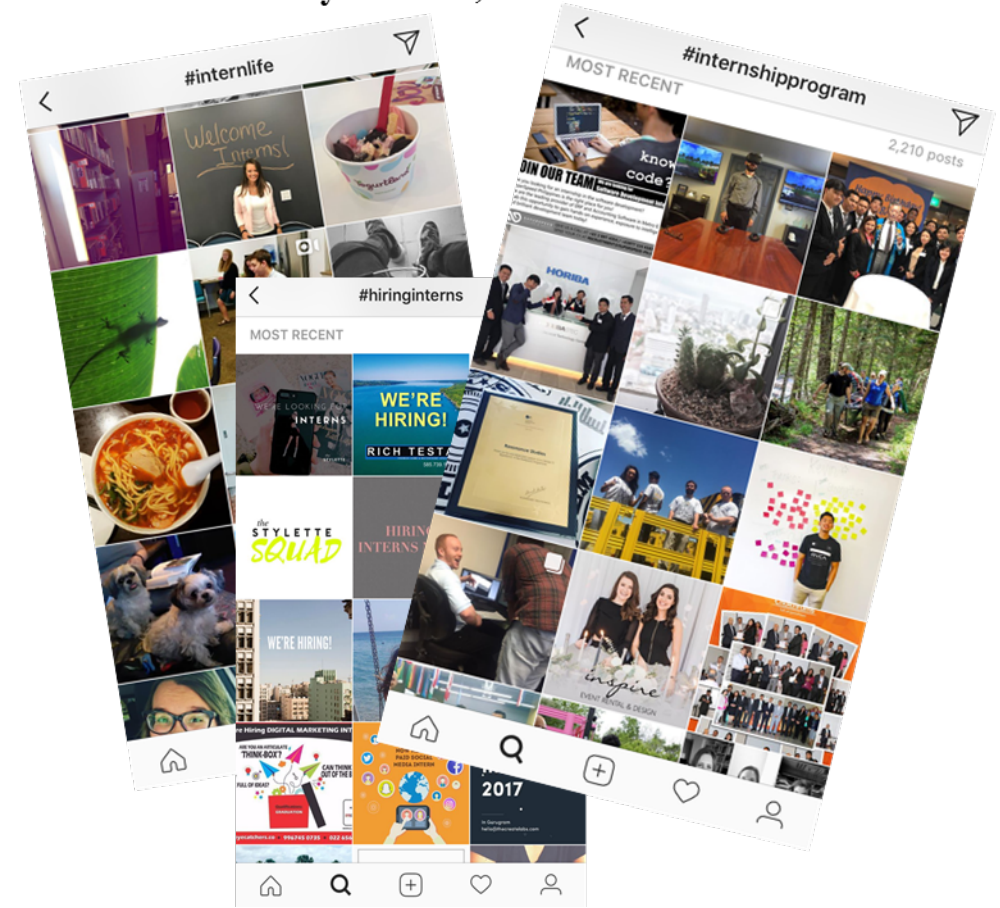
Instagram



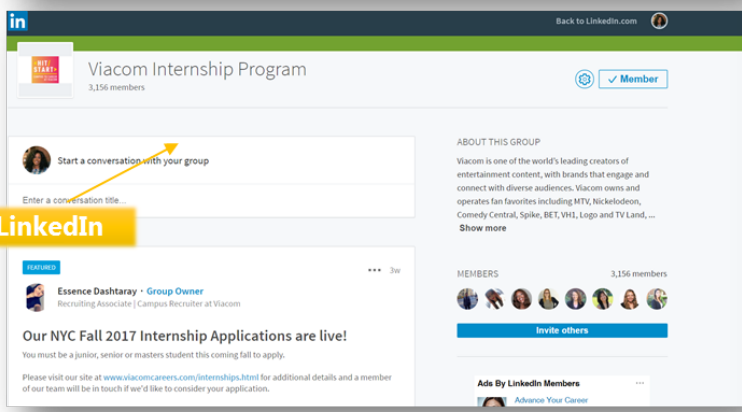
2

Hashtags

Search hashtags #internlife #hiringinterns #internshipprogram #internship, #universityrelations, etc.



LinkedIn



In Person: Consider your location

Visit retailers near you:

- University Village
- Canyon Springs
- Moreno Valley Mall
- Riverside Plaza
- Galleria at Tyler
- Victoria Gardens
- Ontario Mills
- Cabazon
- Lake Elsinore Outlets



Other Idea?: Seasonal Jobs

Where do people go during the summer?

Amusement Parks

Movie Theaters

Shopping Malls

Parks & Rec / Summer Camps

Resorts & Wedding Venues

Concert & Sporting Venues

County & State Fairs

Prep Before You Apply!

Things to Have Ready









Resume

(Cover Letter)

References

BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

-  They're asking you to shop for them.
-  You have to send them money.
-  The job sounds too good to be true.
-  The job they offer isn't the one you applied for.
-  They won't meet you in person.
-  You can't verify their information.
-  They're asking for personal information.
-  You'll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.

Connect. Inspire. Empower.

Come See Us!

Hours:

Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

Drop-In Hours:

Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm



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